

**VILLAGE OF LOS LUNAS
POSITION DESCRIPTION**

CLASS TITLE: ADMINISTRATIVE SECRETARY
DEPARTMENT: COMMUNITY SERVICES CLASSIFICATION: PERMANENT/FT

GENERAL PUROSE:

Provides a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the administration staff, and assisting in the administration of the standard operating policies and procedures of the department

RATE OF PAY: Starting salary is \$21,507.00 per year, and will increase to \$22,007.00 per year after successful completion of probationary period.

SUPERVISION RECEIVED:

Employee will work under the general supervision of the Community Services Department Administrator.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs routine clerical and administrative work answering phones, receiving the public, and providing client assistance.
- Prepares agendas and supporting materials; may take and transcribe minutes; prepares and distributes meeting minutes and reports, covers receptionist duties as required.
- Receives the public and answers questions, responds to inquiries from employees, citizens, clients and others. Administers client intake forms including DWI Offender assessments. Process Medicaid, Medicare, Insurance and any other third party billing.
- Assists in the procurement of department materials and supplies.
- Operates listed office machines as required.
- Prepare and monitors work orders when appropriate.
- Receives stamps and distributes incoming mail, processes outgoing mail.
- Composes types and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
- Inputs data to standard office and department forms; compiles data for various reports for staff, courts and law enforcement agencies, as well as probation and parole.

- Prepares records such as notices, minutes, and resolutions.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control confidential records and indexes using moderate independent judgment.
- Maintains inventories and orders office supplies and materials.
- Schedules appointment of immediate department head.
- Processes program and class registrations.
- Prepares and distributes news releases, flyers, brochures, notices, newsletters, etc.
- Assists with scheduling and room set up for staff and team meetings.
- Duplicates and distributes material.
- May assists public with use of department facilities.

PERIPHIAL DUTIES:

Attends seminars and workshops related to administrative duties and responsibilities

Serves as a member of oral interview panels for employee selection

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience;

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field, and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- (D) Three (3) years working in a mental health setting, working with offenders in a therapeutic setting.

Necessary Knowledge, Skills, and Abilities;

- (A) Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, some knowledge of recreation programs.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to effectively meet and deal with the public, ability to communicate effectively verbally and in writing both in Spanish and in English.
- (D) Ability to handle stressful situations.
- (E) Experience in administration substance abuse screening and assessment tools.
- (F) Demonstrate knowledge of New Mexico Judicial System as well as current Medicaid/Medicare insurance procedures.
- (G) Understanding of the cultural diversity, demographics, and government processes in Valencia County.

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT USED:

Phone switchboard, personal computer including work processing software; copy machine; postage machine; fax machine; base radio; calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quite.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interviews and references check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.